

Role Specification

Role Title	Cover Teacher
Department	Curriculum & Quality
Responsible To:	Heads of Department
Responsible For:	No Director Reports
Staff Group	Teaching & Training
Contract	Casual Contract

1: Purpose of Role

We recognise there are occasions when a College Lecturer may not be able to teach their regular cases and another person is required to take over.

This role of Cover Teacher is essential to supporting the smooth and efficient operation of the College and providing a seamless delivery of teaching, learning and assessment to support our learners across all subject areas. This role will be called upon to provide cover, sometimes at short notice or for a period to be agreed.

- 1.2 This is an opportunity for someone to have some variety in teaching several different subject areas to support curriculum delivery and our learners. Cover Teachers engaged will need to be adaptable in their ability to teach across a range of subject, depending on their qualifications, skills, industry knowledge and teaching experiences. Curriculum Areas are summarised below:

- Functional Skills and GCSE Resit Curriculum English and / or Maths (1 each subject)
- Creative Arts, Business and Digital Industries (2)
- Health, Care and Science (2)
- Construction, Engineering & Retrofit (Electrical / Plumbing/ Mult Skills Trades) (2)
- Building Services & Renewable Energy (2)
- Service Industries (Catering / Hairdressing / Public Services / Sport) (2)

2: Key Responsibilities

2.1 Teaching, Learning & Assessment

- a) Deliver good quality teaching, learning and assessment as directed using session plans, schemes of work, assessment materials, resource preparation, delivery, exams or tests and marking.
- b) Deliver inspirational teaching using relevant teaching & learning strategies that are learner centred.
- c) Conduct assessment activities, such as tests, examinations, assignments, keeping accurate records.
- d) Develop learner's mathematics, English, digital and wider employability and life skills.
- e) Raise aspirations of learners by setting high expectations and shared passion for learning.
- f) Provide constructive and supportive feedback to enable learners to succeed.
- g) Monitor attendance and retention and take appropriate action with any concerns identified.
- h) Monitor student work against awarding body guidelines using effective tracking systems and working closely with course leaders, internal / external verifiers.
- i) Use pedagogic techniques and materials to deliver the curriculum to meet individual learning objectives.
- j) Help learners become more independent in their learning.

2.2 Curriculum Area

- a) Maintain up to date knowledge of industry changes and improvements and ensure the curriculum remains industry relevant and at the forefront of new developments.

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2.3 Pastoral Care

- a) Safeguarding is everyone's responsibility here. You are required to actively contribute to the safeguarding, health, safety and welfare of all students in all aspects of your role and liaise with Learner Safeguarding and Wellbeing team members as necessary.
- b) Create a safe, positive, supportive classroom environment.
- c) Promote and support positive learner behaviour attitudes, dealing promptly with conflict and incidents in line with the College Ready, Respectful & Safe and safeguarding policy.
- d) Develop and apply your knowledge of SEND (SEND / Complex / High Needs) learners to create an inclusive learning experience working with colleagues to support learners.

2.4 Continual Professional Development

- a) Participate in the college teaching practice quality processes along with the college performance review processes.
- b) Critically reflect on and evaluate your own practices, values and beliefs to improve learner outcomes and apply your knowledge, pedagogy, and assessment.
- c) Understand your teaching role and responsibilities and how these are influenced by legal, regulatory, institutional and ethical contexts.
- d) Actively engage with personal development and CPD opportunities.

2.5 College General

- a) Familiarise yourself with college policies and procedures, including but not limited to: Safeguarding, Data Protection, Equality & Diversity and Health & Safety and ensure you are compliant.
- b) Embed equality, diversity and inclusivity throughout all aspects of your role.
- c) Develop collaborative and respectful relationships with learners, colleagues and external stakeholders
- d) Utilise digital technologies safely and effectively to promote learning and maintain accurate records.
- e) Act as a role model demonstrating the college core values in practice and take appropriate action should you identify others who are not.
- f) To call, attend and actively contribute to meetings as required.
- g) Undertake other duties relevant to your role and as may be directed by Executive Leadership Team, Senior Management or as directed.

This job description is current as at the date shown. This does not form part of your contract of employment and may be amended or updated as may be appropriate. Any changes will be discussed with you.